



Shire of **Ngaanyatjaraku**
ON A JOURNEY

MINUTES

**Ordinary Council Meeting
18 June 2025**

1:00pm

Ordinary Council Meeting 18 June 2025

President and Councillors

I inform you that an Ordinary Council Meeting of the Shire of Ngaanyatjaraku will be held on Wednesday 18 June 2025, commencing at 1:00pm.

This will take place in the Council Chambers of the Tjulyuru Cultural and Civic Centre in the Warburton community.

The business to be transacted is shown in the agenda.

Yours faithfully



David Mosel
Chief Executive Officer

The minutes were confirmed by Council as a true and correct recording of proceedings of the Meeting Council held on 18 June 2025

Damian McLeod
Shire President
30 July 2025

Disclaimer

The recommendations contained in the agenda are subject to resolution by the Council are not to be interpreted as being the position of the Council. The minutes of the meeting held to discuss this agenda should be read to ascertain the decision of the Council.

In certain circumstances members of the public are not entitled to inspect material, which in the opinion of the Chief Executive Officer is confidential and relates to a meeting or a part of a meeting that is likely to be closed to members of the public.

No responsibility whatsoever is implied or accepted by the Shire of Ngaanyatjaraku for any act, omission, statement or intimation occurring during Council or Committee meetings.

The Shire of Ngaanyatjaraku disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement of intimation occurring during Council or Committee meetings.

Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or Committee meeting does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or intimation of approval made by any member or Officer of the Shire of Ngaanyatjaraku during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Ngaanyatjaraku.

The Shire of Ngaanyatjaraku warns that anyone who has any matter lodged with the Council must obtain and should only rely on written confirmation of the outcomes of the matter following the Council meeting, and any conditions attaching to the decision made by the Council in respect of the matter.

The Shire of Ngaanyatjaraku advises that any plans or documents contained within this agenda may be subject to copyright law provisions (Copyright Act 1968, as amended) and that the express permission of the copyright owner(s) should be sought prior to their reproduction. It should be noted that copyright owners are entitled to take legal action against any persons who infringe their copyright. A reproduction of material that is protected by copyright may represent a copyright infringement.

Order of Business

1.	DECLARATION OF OPENING	5
2.	ANNOUNCEMENT OF VISITORS.....	5
3.	RECORD OF ATTENDANCE	5
3.1	Attendees.....	5
3.2	Apologies	5
3.3	Approved Leave of Absence	5
4.	APPLICATIONS FOR LEAVE OF ABSENCE	5
5.	DECLARATION OF INTEREST	5
6.	PUBLIC QUESTIONS	5
7.	ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION	5
8.	RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS	6
8.1	Petitions.....	6
8.2	Presentations	6
8.3	Deputations	6
9.	CONFIRMATION OF MINUTES.....	6
9.1	Confirmation of Minutes from the Ordinary Meeting of Council Held on 28 May 2025.....	6
10.	CHIEF EXECUTIVE OFFICER REPORTS	7
10.1	Council Investments	7
10.2	Payments by Employees Via Purchasing Cards 26 April to 27 May 2025.....	10
10.3	Chief Executive Officer Report	12
10.4	Council Resolution Register	13
10.5	Housing to Ngaanyatjarra Council to Reinitiate Community Program	15
10.6	Provision of Lot 183 Warburton (Early Years Complex) to Ngaanyatjarra Council to reinstate community service	17
11.	OPERATIONAL REPORTS	19
11.1	Action Report – Operational Services	19
11.2	Action Report – Environmental Health and Building Services	21
12.	CORPORATE AND COMMUNITY SERVICES REPORTS	23
12.1	Monthly Payments Listing –May 2025	23
12.2	Monthly Statement of Financial activity for May 2025 Month Ended	25
13	NEW BUSINESS OF AN URGENT NATURE AS ADMITTED BY DECISION	28

14	CONFIDENTIAL ITEMS	28
15	NEXT MEETING.....	28
16	CLOSURE OF MEETING	28

UNCONFIRMED

1. DECLARATION OF OPENING

Meeting to be declared open by the Presiding Member at 1.04pm.

2. ANNOUNCEMENT OF VISITORS

Welcoming and recording of visitors to the public gallery by the Presiding Member.

3. RECORD OF ATTENDANCE

3.1 Attendees

Elected Members:	President Councillor Councillor	D McLean J Porter P Thomas (via phone) D Frazer J Frazer (via phone)
Staff:	CEO Executive Officer HR Coordinator	D Mosel (via videoconference) T Baldock (via videoconference) M Roberts (via videoconference)
Guests:	Judy Thompson, UHY Haines Norton (via videoconference)	
Members of the Public:	There were no members of the public in attendance at the commencement of the meeting.	

3.2 Apologies

Nil

3.3 Approved Leave of Absence

Nil

4. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

5. DECLARATION OF INTEREST

Nil

6. PUBLIC QUESTIONS

6.1 Response to Previous Public Questions Taken on Notice

Nil

6.2 Public Questions

Questions invited from the public gallery by the Presiding Member.

7. ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

Nil.

8. RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS

8.1 Petitions

No petitions have been received.

8.2 Presentations

No awards or gifts have been accepted by the Council on behalf of the Shire of Ngaanyatjarraku or the community.

8.3 Deputations

No requests to formally address the Council have been received.

9. CONFIRMATION OF MINUTES

9.1 Confirmation of Minutes from the Ordinary Meeting of Council Held on 28 May 2025.

Council Resolution and Officers Recommendation

Moved: Cr P Thomas

Seconded: Joylene

That the minutes of the Ordinary Council Meeting held on 28 May 2025 at the Council Chambers, Tjulyuru Cultural and Civic Centre, Warburton Community be confirmed, as a true and accurate record of that meeting.

Carried 5/0

Voting For: Cr D McLean, Cr J Porter, Cr P Thomas, Cr D Frazer, Cr J Frazer

10. CHIEF EXECUTIVE OFFICER REPORTS

10.1 Council Investments

File Reference:	FM.04
Reporting Officer:	David Mosel, Chief Executive Officer
Date Report Written:	11 th June 2025
Disclosure of Interest:	The author has no financial, proximity, or impartiality interests in the proposal.
Voting Requirement:	Simple Majority

Summary

For Council to be advised of the Shires Municipal Account and Investments.

Background

To invest the Shire of Ngaanyatjaraku surplus funds with consideration of risk and at the most favourable rate of interest available to it at the time, for that investment type, whilst ensuring that liquidity requirements are being met.

Comment

Preservation of capital is the principal objective of the investment portfolio. Investments are to be performed in a manner that seeks to ensure security and safeguarding the investment portfolio. This includes managing credit and interest rate risk within identified thresholds and parameters.

The investment portfolio will ensure there is sufficient liquidity to meet all reasonably anticipated cash flow requirements, as and when they fall due, without incurring significant costs due to the unanticipated sale of an investment.

The investment is expected to achieve a predetermined market average rate of return that considers the Shire's risk tolerance. Any additional target set by the Shire will also consider the risk limitation and prudent investment principles.

Attached is a copy of the Shire Investment Register recording the details of these longer-term investments. (attachment 10.1)

In a subsequent report within this agenda, the information presented in the Attachment 12.2, reflects the reconciliation of bank & investment accounts reported under Note 2 Cash & Cash Equivalent in the Monthly Statement of Financial Activity for month end May 2025.

Statutory Environment

Local Government Act 1995, Section 6.14 – Power to Invest

- (2) *Money held in the municipal fund or the trust fund of a local government that is not, for the time being, required by the local government for any other purpose may be invested as trust funds may be invested under the Trustees Act 1962 Part III*
- (2A) *A local government is to comply with the regulations when investing money referred to in subsection (1)*
- (2) *Regulations in relation to investments by local governments may –*
- (e) *Make provision in respect of the investment of money referred to in subsection (1); and*
 - (e) *[deleted]*
 - (e) *Prescribe circumstances in which a local government is required to invest money held by it; and*
 - (e) *Provide for the application of investment earnings; and*
 - (e) *Generally, provide for the management of those investments.*

Local Government (Financial Management) Regulations 1996

Regulation 19 – Investment of money, restrictions on (Act s. 6.14 (2)(a))

- (2) *A local government is to establish and document internal control procedures to be followed by employees to ensure control over investments.*
- (2) *The control procedures are to enable the identification of –*
- (b) *The nature and location of all investments; and*
 - (b) *The transactions related to each investment.*

Regulation 19C – Investment of money, restrictions on (Act s. 6.14 (2)(a))

- (1) *In this regulation –*
- Authorised institution means –*
- (b) *An authorised deposit taking institution as defined in the Banking Act 1959 (Commonwealth) Section 5; or*
 - (b) *The Western Australian Treasury Corporation established by the Western Australia Treasury Corporation Act 1986;*

Foreign currency means a currency except the currency of Australia.

- (2) *When investing money under section 6.14 (1), a local government may not do any of the following –*
- (e) *Deposit with an institution except an authorised institution;*
 - (e) *Deposit for a fixed term of more than 3 years;*
 - (e) *Invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;*

- (e) *Invest in bonds with a term to maturity of more than 3 years;*
- (e) *Invest in a foreign currency.*

Financial Implications

There are no known financial implications for this matter.

Strategic Implications

Shire of Ngaanyatjarraku Plan for the Future 2021-2031

Goal 3 – Our Leadership

Outcome 8 – A well-functioning Organisation

Strategy 8.1 – Maintain corporate governance, responsibility, and accountability.

Risk Management

This item has been evaluated against the Shire of Ngaanyatjarraku Risk Management Framework, Risk Assessment Matrix. The perceived level of risk is “Low” risk and can be managed by routine procedures and is unlikely to need specific application of resources.

Policy Implications

Corporate Policy. Finance 2.12 – Invest.

Attachments

Attachment 10.1

Council Resolution and Officers Recommendation

Moved: Cr D Frazer

Seconded: Cr J Porter

That Council note the Council Investment Register detailing investment activity for May 2025 within the Financial report. (Attachment 10.1).

Carried 5/0

Voting For: Cr D McLean, Cr J Porter, Cr P Thomas, Cr D Frazer, Cr J Frazer

10.2 Payments by Employees Via Purchasing Cards 26 April to 27 May 2025

File Reference:	FM.02
Reporting Officer:	David Mosel, Chief Executive Officer
Date Report Written:	13 June 2025
Disclosure of Interest:	The author has no financial, proximity, or impartiality interests in the proposal.
Voting Requirement:	Simple Majority

Summary

To provide Council with the list of payments made by authorised employees using transaction cards for the period 26 April to 27 May 2025.

Background

On 1 September 2023, Regulation 13A of the *Local Government (Financial Management) Regulations 1996* was introduced requiring local governments to prepare a list of all payments made by an authorised employee using a credit, debit or other purchasing card.

Credit card payments were previously included in the accounts for payment listing presented to Council and are now provided as a separate attachment to distinguish these from the list of account payments made under delegated authority.

The listing of relevant cards has been prepared to highlight the information required by legislation:

- (a) the payee's name;
- (b) the amount of the payment;
- (c) the date of the payment;
- (d) sufficient information to identify the payment.

Comment

Purchasing card payments for the period 26 April to 27 May 2025 via credit card payments totalling \$4,505.24 are presented to Council to be received.

The attached schedule provides the information required by legislation. A detailed copy of the payments and statements with supporting information will be kept in the Finance Office.

The list of payments made by authorised employees using transaction cards to be received by Council for the period 26 April to 27 April 2025 (Attachment 10.2) are presented to Council.

Statutory Environment

Regulation 13A of the Local Government (Financial Management) Regulations 1996 provides that a list of all payments made by an authorised employee using a credit, debit or other purchasing card be prepared and presented to Council.

This list must include all payments made since the list was last prepared and presented to Council and included in the minutes of the meeting.

Financial Implications

Expenditure relating to payments made using transaction cards is included in the 2023/24 budget.

Strategic Implications

Shire of Ngaanyatjarraku Plan for the Future 2021-2031

Goal 3 – Our Leadership

Outcome 8 – A well-functioning Organisation

Strategy 8.1 – Maintain corporate governance, responsibility, and accountability.

Risk Management

This item has been evaluated against the Shire of Ngaanyatjarraku Risk Management Framework, Risk Assessment Matrix. The perceived level of risk is “Low” risk and can be managed by routine procedures and is unlikely to need specific application of resources.

Policy Implications

There are no known policy implications for this matter.

Attachments

Attachment 10.2 – Schedule of Payments Made by Employees via Purchasing Cards – 26 April to 27 May 2025.

Council Resolution and Officers Recommendation

Moved: Cr P Thomas

Seconded: Cr D Frazer

That Council receive the listing of payments made by authorised employees using transaction cards for the period of 26 April to 27 May 2025, \$4,505.24. (Attachment 10.2)

Carried 5/0

Voting For: Cr D McLean, Cr J Porter, Cr P Thomas, Cr D Frazer, Cr J Frazer

10.3 Chief Executive Officer Report

File Reference:	GV.05
Reporting Officer:	David Mosel, Chief Executive Officer
Date Report Written:	23 May 2025
Disclosure of Interest:	The author has no financial, proximity, or impartiality interests in the proposal.
Voting Requirement:	Information Only report

Summary

This monthly report provides Council with a regular update of key activities and issues of the Chief Executive Officer (CEO) and is provided for information.

The CEO maintains regular communication with the Shire President both in person and via phone to discuss Council business.

During this reporting period, the CEO was on leave but maintained communications with the Shire President and staff.

Calendar of meetings and events		Meeting Format
May		
28 May – 13 June	CEO on Leave	

Council Resolution and Officers Recommendation

Moved: Cr P Thomas

Seconded: Cr D Frazer

That Council receive the Chief Executive Officers Report for 28 May – 13 June 2025.

Carried 5/0

Voting For: Cr D McLean, Cr J Porter, Cr P Thomas, Cr D Frazer, Cr J Frazer

10.4 Council Resolution Register

File Reference:	GV.05
Reporting Officer:	David Mosel, Chief Executive Officer
Date Report Written:	13 May 2025
Disclosure of Interest:	The author has no financial, proximity, or impartiality interests in the proposal.
Voting Requirement:	Simple Majority

Background

To update Council on the status of outstanding resolutions at the time of the agenda preparation and allow Council to confirm resolutions market as complete.

Comment

The attached register lists all Council resolutions since 2024 that are still in progress or not yet confirmed. It includes the meeting date, the latest progress commentary (if applicable), the status of each decision (Not Stared, IN progress, on hold or Complete), the intended date of completion and the responsible officer,

A Council decision that acknowledges the Council Resolution Register as a true and correct record, will confirm that Council is satisfied that decisions marked as 'complete' have been fully enacted to the satisfaction of Council. These decisions will then be closed by Administration and will no longer appear on the next Council Resolution Register. Confidential decisions that are still outstanding will be listed separately in the Council Resolution database and not included in this report.

If a Council member wishes to discuss a confidential decision, Council must move into confidence in accordance with section 5.23 of the Local Government Act 1999.

The attached Resolution Register will include decisions that are fully completed and confirmed from the previous months meeting. A full version, including all resolutions is available to Council members upon request.

Statutory Environment

Nil

Financial Implications

There are no financial implications of adopting this resolution.

Strategic Implications

Nil.

Risk Management

This item has been evaluated against the Shire of Ngaanyatjarraku Risk Management Framework, Risk Assessment Matrix. The perceived level of risk is "Low" risk and can be managed by routine procedures and is unlikely to need specific application of resources.

Policy Implications

Nil

Council Resolution and Officers Recommendation

Moved: Cr J Porter

Seconded: Cr J Frazer

That Council receive the Council Resolution Register for June 2025 as presented in this meeting agenda, as a true and correct record, and confirms that it is satisfied that decisions marked as 'complete' have been fully enacted to the satisfaction of Council (Attachment 10.4)

Carried 5/0

Voting For: Cr D McLean, Cr J Porter, Cr P Thomas, Cr D Frazer, Cr J Frazer

10.5 Housing to Ngaanyatjarra Council to Reinitiate Community Program

File Reference:	GV.00
Reporting Officer:	David Mosel, Chief Executive Officer
Date Report Written:	13 June 2025
Disclosure of Interest:	The author has no financial, proximity, or impartiality interests in the proposal.
Voting Requirement:	Simple Majority

Summary

For Council to consider further provision of staff housing to the Ngaanyatjarra Council Group to reinitiate a program in the community.

Background

Playgroup WA withdrew the delivery of a program within the Warburton community. Ngaanyatjarra Council Group is in the final stages of reinitiating a program and part of this process was the securement of staff housing. In October 2024 Council ratified to support the Ngaanyatjarra Council Group in providing short term accommodation until alternative accommodation can be found.

Whilst the Ngaanyatjarra Council Group are finalising arrangements for ongoing funding for the playgroup program, it is recommended that the Shire of Ngaanyatjarraku provide ongoing support to the Council during this time through the provision of Lot 255b Motel Street, Warburton for a further three-month period, followed by a review.

Comment

Lot 255b Motel Street Warburton was previously under a rental agreement with Playgroup WA and was vacant when the program was withdrawn in May 2024.

To assist the Ngaanyatjarra Council Group in finalising the process it is recommended that the Shire provide housing on a month-to-month arrangement, with a report to Council to review the arrangement in three months.

Statutory Environment

Local Government Act 1995

2.7. Role of council

(1) The council —

- (a) governs the local government's affairs; and
- (b) is responsible for the performance of the local government's functions.

(2) Without limiting subsection (1), the council is to -

- (a) oversee the allocation of the local government's finances and resources; and
- (b) determine the local government's policies.

Financial Implications

The current rent is set at \$511.15 per week, according to the 2024-2025 Schedule of Fees and Charges. The Shire Council has the power to rent staff housing for less than the Adopted Fees and Charges set by Council.

Strategic Implications

Plan for the Future 2021 – 2031

Goal 1, Our People: looking after our people.

Outcome 3, Informed People.

Strategy 3.1, Support education opportunities and advocate for appropriate education services.

Action 3.1.1, Advocate for early years learning service.

Risk Management

This item has been evaluated against the Shire of Ngaanyatjaraku Risk Management Framework, Risk Assessment Matrix. The perceived level of risk is “Low” risk and can be managed by routine procedures and is unlikely to need specific application of resources.

Policy Implications

There are no known policy implications for this matter.

Attachments

Nil

Council Resolution and Officers Recommendation

Moved: Cr D Frazer

Seconded: Cr J Porter

That Council:

1. Authorises the CEO Officer to waive adopted Fees and Charges for the rental of Lot 255b Motel Street, Warburton; and
2. Authorises Lot 255b Motel Street, Warburton to be provided to Ngaanyatjarra Council Group on a month-to-month basis, to be reviewed in 3 months (September 2025)

Carried 5/0

Voting For: Cr D McLean, Cr J Porter, Cr P Thomas, Cr D Frazer, Cr J Frazer

10.6 Provision of Lot 183 Warburton (Early Years Complex) to Ngaanyatjarra Council to reinstate community service

File Reference:	FM.09
Reporting Officer:	David Mosel, Chief Executive Officer
Date Report Written:	13 June 2025
Disclosure of Interest:	The author has no financial, proximity, or impartiality interests in the proposal.
Voting Requirement:	Simple Majority

Summary

For Council to approve the use of Lot 183 Warburton (Early Years complex) to the Ngaanyatjarra Council Group to reinitiate a program in the community.

Background

Playgroup WA withdrew the delivery of a program within the Warburton community.

Whilst the Ngaanyatjarra Council Group are finalising arrangements for ongoing funding for the playgroup program, the Shire of Ngaanyatjarraku support the Council during this time through the provision of Lot 183 Warburton, (Early Years Complex) for an additional three-month period, followed by a review.

Comment

Lot 183 Warburton (Early Years Complex) was previously under a rental agreement with Playgroup WA and was vacant since delivery of the program was withdrawn in May 2024.

To assist the Ngaanyatjarra Council Group it was recommended in October 2024 that the Shire waive rent on a month-to-month basis, with a report to Council to review the arrangement ongoing.

Statutory Environment

Local Government Act 1995

2.7. Role of council

- (1) The council —
 - (a) governs the local government's affairs; and
 - (b) is responsible for the performance of the local government's functions.
- (2) Without limiting subsection (1), the council is to -
 - (a) oversee the allocation of the local government's finances and resources; and
 - (b) determine the local government's policies.

Financial Implications

The current rent is set at \$866.30 per week, according to the 2024-2025 Schedule of Fees and Charges.

Strategic Implications

Plan for the Future 2021 – 2031

Goal 1, Our People: looking after our people.

Outcome 3, Informed People.

Strategy 3.1, Support education opportunities and advocate for appropriate education services.

Action 3.1.1, Advocate for early years learning service.

Risk Management

This item has been evaluated against the Shire of Ngaanyatjarraku Risk Management Framework, Risk Assessment Matrix. The perceived level of risk is “Low” risk and can be managed by routine procedures and is unlikely to need specific application of resources.

Policy Implications

There are no known policy implications for this matter.

Attachments

Nil

Council Resolution and Officers Recommendation

Moved: Cr J Frazer

Seconded: Cr P Thomas

That Council:

1. Authorises the CEO Officer to waive adopted Fees and Charges for the rental of Lot 183 Warburton (Early Years Complex).
2. Authorises Lot 183 Warburton (Early Years Complex) to be provided to Ngaanyatjarra Council Group on a month-to-month basis, to be reviewed in 3 months (September 2025)

Carried 5/0

Voting For: Cr D McLean, Cr J Porter, Cr P Thomas, Cr D Frazer, Cr J Frazer

11. OPERATIONAL REPORTS

11.1 Action Report – Operational Services

File Reference:	CP.00, PE.00, RD.00, WM.00
Business Area:	Operations
Reporting Officer:	David Mosel, CEO
Date Report Written:	13 June 2025
Disclosure of Interest:	The author has no financial, proximity, or impartiality interests in the proposal.
Voting Requirement:	Simple Majority

Summary

To inform Council of building maintenance, plant and equipment, road and waste activities and actions for the preceding month.

Background

Not applicable.

Comment

See attachment 11.1 for actions achieved.

Statutory Environment

Not applicable.

Financial Implications

There are no financial implications resulting for this matter.

Strategic Implications

Shire of Ngaanyatjarraku Plan for the Future 2021-2031

Goal 1 – Our People

Outcome 2 – Healthy People

Strategy 2.2 – Ensure appropriate regulatory health and waste services provision with funding.

Goal 2 – Looking after our Land

Outcome 6 – Living on our Land

Strategy 6.1 – Maintain Shire owned buildings and facilities.

Goal 3 – Our Leadership

Outcome 8 – A well-functioning Organisation

Strategy 8.2 – Provide a good place to work.

Risk Management

This item has been evaluated against the Shire of Ngaanyatjaraku Risk Management Framework, Risk Assessment Matrix. The perceived level of risk is “Low” risk and can be managed by routine procedures and is unlikely to need specific application of resources.

Policy Implications

There are no known policy implications for this matter.

Attachments

11.1 – Operations Report September 2024.

Council Resolution and Officers Recommendation

Moved: Cr J Porter

Seconded: Cr J Frazer

That Council receive the Operational Services Action Report for May 2025.
(Attachment 11.1).

Carried 5/0

Voting For: Cr D McLean, Cr J Porter, Cr P Thomas, Cr D Frazer, Cr J Frazer

11.2 Action Report – Environmental Health and Building Services

File Reference:	EM.00
Business Area:	Operations
Reporting Officer:	Terry Sargent, Environmental Health Officer
Date Report Written:	13 June 2025
Disclosure of Interest:	The author has no financial, proximity, or impartiality interests in the proposal.
Voting Requirement:	Simple Majority

Summary

To inform Council of Environmental Health and Building Services activities and actions for the preceding month.

Background

Not applicable.

Comment

The Environmental Health and building services activities will be reported to the 18 December Council Meeting.

Statutory Environment

Not applicable.

Financial Implications

There are no financial implications resulting for this matter.

Strategic Implications

Shire of Ngaanyatjarraku Plan for the Future 2021-2031

Goal 1 – Our People

Outcome 2 – Healthy People

Strategy 2.2 – Ensure appropriate regulatory health and waste services provision with funding.

Risk Management

This item has been evaluated against the Shire of Ngaanyatjarraku Risk Management Framework, Risk Assessment Matrix. The perceived level of risk is “Low” risk and can be managed by routine procedures and is unlikely to need specific application of resources.

Policy Implications

There are no known policy implications for this matter.

Attachments

Attachment to be presented at the 18 June 2025 Council meeting.

Council Resolution and Officers Recommendation

Moved: Cr D Frazer

Seconded: Cr J Porter

That Council receive the Environmental Health and Building Services verbal report be accepted.

Carried 5/0

Voting For: Cr D McLean, Cr J Porter, Cr P Thomas, Cr D Frazer, Cr J Frazer

UNCONFIRMED

12. CORPORATE AND COMMUNITY SERVICES REPORTS

12.1 Monthly Payments Listing –May 2025

File Reference:	FM.02
Business Area:	Corporate & Community Services
Reporting Officer:	David Mosel, Chief Executive Officer
Date Report Written:	13 June 2025
Disclosure of Interest:	The author has no financial, proximity, or impartiality interests in the proposal.
Voting Requirement:	Simple Majority

Summary

For Council to receive the list of payments made by authority as attached in the Monthly Payments Listing for May 2025 (Attachment 12.1).

Background

In accordance with Regulation 13 of the *Local Government (Financial Management) Regulations 1996*, the Chief Executive Officer is required to present a list of payments to the Council at the next ordinary meeting of the Council after the list is prepared.

Comment

The list of payments made during the month of July is consistent with previous months, as per Attachment 12.1, though the payments made by employees who are authorised to use credit cards have been removed from this listing and are presented in a separate report and listing.

Statutory Environment

Local Government (Financial Management) Regulations 1996

Section 13 – Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.

- (1) *If the local government has delegated to the CEO the exercise of its powers to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared –*
 - (a) *The payee's name; and*
 - (b) *The amount of the payment; and*
 - (c) *The date of the payment; and*
 - (d) *Sufficient information to identify the transaction.*
- (2) *A list of accounts for approval to be paid is to be prepared each month showing –*
 - (a) *For each account for approval to be paid is to be prepared each month showing –*
 - i. *The payee's name; and*
 - ii. *The amount of the payment; and*

- iii. *Sufficient information to identify the transaction; and*
 - (b) *The date of the meeting of the council to which the list is to be presented.*
 - (3) *A list prepared under sub regulation (1) or (2) is to be –*
 - (a) *Presented to the council at the next ordinary meeting of the council after the list is prepared; and*
 - (b) *Recorded in the minutes of that meeting.*

Financial Implications

The Shire makes annual budget allocations for payments of accounts.

Strategic Implications

Shire of Ngaanyatjarraku Plan for the Future 2021-2031

Goal 3 – Our Leadership

Outcome 8 – A well-functioning Organisation

Strategy 8.1 – Maintain corporate governance, responsibility, and accountability.

Risk Management

This item has been evaluated against the Shire of Ngaanyatjarraku Risk Management Framework, Risk Assessment Matrix. The perceived level of risk is “Low” risk and can be managed by routine procedures and is unlikely to need specific application of resources.

Policy Implications

There are no known policy implications for this matter.

Attachments

12.1 - Payment Listing May 2025

Council Resolution and Officers Recommendation

Moved: Cr P Thomas

Seconded: Cr D Frazer

That Council receive the monthly payment listing for May 2025 totalling payments of \$356,032.67 (Attachment 12.1).

Carried 5/0

Voting For: Cr D McLean, Cr J Porter, Cr P Thomas, Cr D Frazer, Cr J Frazer

12.2 Monthly Statement of Financial activity for May 2025 Month Ended

File Reference:	FM.10
Authorising Officer:	David Mosel, Chief Executive Officer
Date Report Written:	11 th June 2025
Disclosure of Interest:	The author has no financial, proximity, or impartiality interests in the proposal.
Voting Requirement:	Simple Majority

Summary

For Council to receive the monthly financial report for May 2025.

Background

Council is to prepare monthly financial reports as required by the Local Government (Financial Management) Regulations 1996.

Council has resolved those details and explanations of the material variances reflected on the Statement of Financial Activity and are provided as required by Local Government (Financial Management) Regulation 34 (1)(d). The attached statements include details of variances between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold of \$20,000 or 10% whichever is the greater.

Interest earned in all term deposits are debited into the Shire operating account and are available for general use on a monthly basis and so minimise the annual financial statements procedure at year end. This report is an indicative result for 30 June 2025 closing YTD Actuals, as the end of year process is still being finalised. 'Permanent' variances

Statutory Environment

Local Government (Financial Management) Regulations 1996

Regulation 34. Financial activity statement required each month (Act s. 6.4)

(1A) In this regulation —

committed assets means revenue unspent but set aside under the annual budget for a specific purpose.

1. A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for the previous month (the *relevant month*) in the following detail —

- a. annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and
- b. budget estimates to the end of the relevant month; and
- c. actual amounts of expenditure, revenue and income to the end of the relevant month; and

- d. material variances between the comparable amounts referred to in paragraphs (b) and (c); and
 - e. the net current assets at the end of the relevant month and a note containing a summary explaining the composition of the net current assets.
- (1B) The detail included under subregulation (1)(e) must be structured in the same way as the detail included in the annual budget under regulation 31(1) and (3)(a).
- (1C) Any information relating to exclusions from the calculation of a budget deficiency that is included as part of the budget estimates referred to in subregulation (1)(a) or (b) must be structured in the same way as the corresponding information included in the annual budget.
- (2) Each statement of financial activity is to be accompanied by documents containing —
- a. [deleted]
 - b. an explanation of each of the material variances referred to in subregulation (1)(d); and
 - c. such other supporting information as is considered relevant by the local government.
- (3) The information in a statement of financial activity must be shown according to nature classification.
- (4) A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be —
- (a) presented at an ordinary meeting of the council within 2 months after the end of the relevant month; and
 - (b) recorded in the minutes of the meeting at which it is presented.
- (5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

Regulation 35. Financial position statement required each month.

- (1) A local government must prepare each month a statement of financial position showing the financial position of the local government as at the last day of the previous month (the *previous month*) and —
- (a) the financial position of the local government as at the last day of the previous financial year; or
 - (b) if the previous month is June, the financial position of the local government as at the last day of the financial year before the previous financial year.
- (2) A statement of financial position must be —
- (a) presented at an ordinary meeting of the council within 2 months after the end of the previous month; and
 - (b) recorded in the minutes of the meeting at which it is presented.

Financial Implications

Monthly financial reporting is a primary financial management and control process. It provides the Council with the ability to oversee the Shire's financial performance against budgeted targets.

Strategic Implications

Shire of Ngaanyatjaraku Plan for the Future 2021-2031

Goal 3 – Our Leadership

Outcome 8 – A well-functioning Organisation

Strategy 8.1 – Maintain corporate governance, responsibility, and accountability.

Risk Management

This item has been evaluated against the Shire of Ngaanyatjaraku Risk Management Framework, Risk Assessment Matrix. The perceived level of risk is “Low” risk and can be managed by routine procedures and is unlikely to need specific application of resources.

Policy Implications

No policy implications apply in the preparation of this report.

Attachments

12.2 Monthly Financial Report May 2025

Council Resolution and Officer Recommendation

Moved: Cr D Frazer

Seconded: Cr P Thomas

That Council receive the Monthly Financial Report for the periods ended 31 May 2025. (Attachment 12.2)

Carried 5/0

Voting For: Cr D McLean, Cr J Porter, Cr P Thomas, Cr D Frazer, Cr J Frazer

13 NEW BUSINESS OF AN URGENT NATURE AS ADMITTED BY DECISION

14 CONFIDENTIAL ITEMS

Officers Recommendation and Council Resolution

Moved: Cr P Thomas

Seconded: Cr J Frazer

That Council:

1. Resolves that Report 14.1 on the 28 May 2025 is confidential in accordance with s5.23(2) of the Local Government Act 1995
2. Close the meeting to the public pursuant to subsection 5.23(2) (a) of the Local Government Act 1995.
3. Authorises the Chief Executive Officer and the Executive Officer to remain in the meeting for the discussion on 14.1

Carried 5/0

Voting For: Cr D McLean, Cr J Porter, Cr P Thomas, Cr D Frazer, Cr J Frazer

Officers Recommendation and Council Resolution

Moved: Cr D Frazer

Seconded: Cr J Frazer

That Council reopen the meeting to the public at 1.16 pm.

Carried 5/0

Voting For: Cr D McLean, Cr J Porter, Cr P Thomas, Cr D Frazer, Cr J Frazer

15 NEXT MEETING

The next meeting is to be held on Wednesday 30 July at the Tjulyuru Cultural and Civic Centre, Warburton Community, commencing at 1.00pm.

16 CLOSURE OF MEETING

Meeting to be declared closed by the Presiding Member at 1.16 pm.